

---

## HOW TO APPLY

---

Roanoke County only accepts employment applications for current job openings. The list of current job openings is updated every Friday afternoon and can be accessed via the following sources:

- Roanoke County website "Job Opportunities" page @ [www.roanokecountyva.gov](http://www.roanokecountyva.gov)
- Job Line (540) 772-2018, option 2
- RVTN Channel 3 - Government Access television station
- Dept of Human Resources  
Monday – Friday, 8AM-5PM

All applications must be submitted on-line and you are welcome to include a résumé. We do not accept résumés without an accompanying online application.

Completed Roanoke County applications *must* be submitted by the closing date of the job posting. Each position requires a separate application.

---

## CONTACT INFORMATION

---



**County of Roanoke**  
**Department of Human Resources**  
5204 Bernard Drive SW, Suite 300-A  
PO Box 29800  
Roanoke, VA 24018-0798  
Phone: (540) 772-2018  
Fax: (540) 776-7130

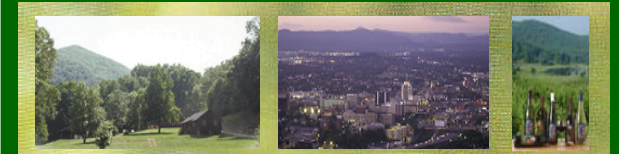
**Director:**  
Joe Sgroi  
(540) 772-2018,  
Ext 349  
jsgroi@  
roanokecountyva.gov

**Asst Director:**  
Anita Hassell  
(540) 772-2018,  
Ext 346  
ahassell@  
roanokecountyva.gov



Roanoke County  
is an Equal Opportunity Employer

## THE WAY WE WORK...THE WAY WE LIVE



## WELCOME TO ROANOKE COUNTY

From the heart of the Blue Ridge Mountains of Virginia, Roanoke County government strives to reflect the innovative spirit of a growing community of over 90,000 residents. Since its founding in 1838, the county has transitioned from rural and agrarian to suburban, industrial, and commercial, meeting the needs of a changing landscape with a mission to be a government in partnership with its citizens.

Today, the County of Roanoke remains dedicated to promoting economic development, maintaining excellent, award-winning schools, ensuring public safety, and providing ample recreational and leisure opportunities for residents of all ages. Adaptive administration, regional cooperation, and public-private partnerships are leading the way.

Our employees share a common goal - to be excellent stewards of the resources entrusted to us by county citizens and to add value to those resources through the delivery of a broad spectrum of efficient, quality services.

# 2014-2015 COUNTY BENEFITS

THE WAY WE WORK...THE WAY WE LIVE



## Flexible Leave Plan

### • Flexible Leave Hours

0-4 years.....20 days/year  
 5-9 years.....23 days/year  
 10-14 years....26 days/year  
 15+ years.....29 days/year

### • Cash In Option

Must maintain a 40-hour balance in order to receive pay for up to 80 hours of flexible leave per fiscal year (July 1 – June 30)

## Short Term Disability & Long Term Disability Coverage

- Plan benefits determined by VRS membership; see Human Resources for details
- Eligible after 1 year of service

## Eleven Paid Holidays

- New Year's Day
- Martin Luther King Day
- President's Day (*Floating Holiday*)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day (*Floating Holiday*)
- Veteran's Day (*Floating Holiday*)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

## Medical Insurance

Anthem Bi-Weekly Premiums

<u>KeyCare 200</u>	<u>Wellness*</u>	<u>Non-Wellness</u>
Emp only	\$17.66	\$57.66
Emp + 1 minor	\$112.38	\$152.38
Emp + spouse	\$187.21	\$227.21
Family	\$224.13	\$264.13

<u>KeyCare 1000* with HRA</u>	<u>Wellness*</u>	<u>Non-Wellness</u>
Emp only	\$0.00	\$33.24
Emp+ 1 minor	\$76.98	\$116.98
Emp + spouse	\$134.93	\$174.93
Family	\$162.58	\$202.58

\*HRA contribution in KeyCare 1000 plan:  
 \$500 employee only;  
 \$1,000 all other coverage tiers

## Marathon Health & Wellness Center

Free access to employee & spouse enrolled in County health plan

\*Health premiums lower with wellness participation  
 Completely confidential

## Dental Insurance

Delta Dental of Virginia Bi-Weekly Premiums

Emp only	\$7.06
Emp + 1 dep	\$19.70
Family	\$41.42

## Flexible Spending Accounts & HRA

Administered by Flex Benefit Administrators  
 Health Care & Dependent Care Reimbursement Accounts  
 Health Reimbursement Arrangement  
 Section 125 Premium Conversion

## Virginia Retirement System (VRS)

Plan membership determined by prior VRS service; 5% required employee contribution, Roanoke County pays 11.12% of employee's salary. Go to [www.varetire.org](http://www.varetire.org) for more information

## Group Life Insurance &

- **Optional Life Insurance**  
 Administered by Minnesota Life
- 2x salary benefit paid 100% by County
- Optional Life coverage available and 100% employee paid

## Deferred Compensation Program

Administered by Nationwide Retirement Solutions ([www.nrsforu.com](http://www.nrsforu.com))  
 457 and 401A Plans with maximum \$650 County match

## Carilion Employee Assistance Program (EAP)